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MANAGEMENT STAFF
RECORDS MANAGEMENT STAFF

Significant Major Accomplishments January - December 1956

1. Records Management
(Summary of overall activity)

Tangible savings of \$605,120 and an appreciable number of intangible benefits resulted from progress in each phase of the Records Management Program. These accomplishments resulted from the combined efforts of operating offices responsible for area programs and this Staff which furnished them the guidance and assistance.

2. Correspondence
Management

- a. Lectured on correspondence practices at five OTR Administrative Procedures Courses.
- b. Disseminated guides on effective writing and the use of form and pattern letters.
- c. Developed and promoted the use of smudge proof hectograph masters of which over $\frac{1}{2}$ million are used annually; Top Secret hectography classification stickers, which improve security and eliminate the need to reproduce Top Secret material on preclassified paper; and plastic stencil covers, which prevent the cutting out of letters, eliminate type fill, and produce clearer stencil copies.

3. Reports
Management

- a. Inventoried and appraised 226 types of administrative reports prepared or required by DD/S components. Developed and submitted to Area Records Officers recommendations on 15 of these reports, which resulted in reporting workload being reduced by over 7,000 man hours.
- b. Provided staff guidance to DD/I for an inventory and appraisal of administrative reports. Developed recommendations on 32 of the 119 reports surveyed. These recommendations are now being acted upon by DD/I Offices.

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c. Provided DD/S Area Reports Management Officers with program guidance. Area programs with considerable potential are underway in the Offices of Logistics, Personnel, and the Comptroller. These Offices are concerned with about 70% of the reporting workload in the DD/S Area.

4. Forms
Management

a. 1856 forms analysis projects were completed resulting in the approval of 344 new forms, 345 revised forms and 894 reprinted forms. 275 forms were eliminated; 209 more than were discontinued last year. There was a 25% increase in overall forms activity in the 1956 calendar year over 1955. ✓

b. Application of NCR (no carbon required) paper to Agency Forms in lieu of interleaved carbons was further extended. Twenty-five additional forms with a combined total annual usage of 1,087,400 sets were procured.

c. Continued collaboration with DD/P and DD/I officials resulted in further refinements in intelligence information reporting. Elimination of follow-up Clandestine Services Reports to each Preliminary Dissemination Report saved \$75,000 in six months in editing, typing, and proofing time.

d. Assisted the Cable Secretariat in improving the copy production of Cables and Teletyped Information Reports. The results are cleanliness, ease of preparation and handling of the new offset master sets, greater legibility and a more uniform appearance of the end product.

5. File Standards and
Equipment Utilization

a. Promoted improved filing practices by lecturing on the Agency filing system at five OTR Administrative Procedures Courses; installing the Agency filing system in the Office of the DD/I, the Office of Historical Intelligence Collection, the Physical Security Division, the GR/OCR, the SR/OCR and part of OCI; and presenting file training sessions to members of this staff.

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- b. Cancelled requests for 25 safe cabinets resulting in savings of \$8,800. ✓
- c. Proposed and approved the purchase of two new types of filing equipment for use by RI/PI to facilitate filing and searching records with a high reference frequency.
- d. The average annual expenditure for safe cabinets was reduced from \$604,500 in 1951-54 inclusive, to an annual average of \$144,750 in 1955 and 1956. This resulted from a number of contributing factors; but there is a direct correlation between this reduction and the greatly increased records disposition rate during the last two years.
- ✓ e. Obtained approval for the installation of an open shelf filing system in BR/OCR. This will release 208 square feet of floor space, centralize operations in one filing area, and provide at least two years expansion space.
- ✓ f. Reduced one ORR requisition for safe cabinets from 25 to 11 through the establishment of a vault area. This precluded a capital investment of about \$5,000 in new safes.
- g. Converted BR/OCR dossier folders to standard stock items for an annual savings of \$420 in folder cost. In addition, the thinner fastener of the standard folder will eliminate the need for three less cabinets each year.
- a. Conducted a survey of the central file room of the Procurement Division, Office of Logistics. Recommendations resulted in returning six filing cabinets to stock for a saving of \$360; an improved chargeout system; establishing improved reference services and reduced folder costs by \$540 yearly; reducing the workload of the file clerk.
- b. Conducted a survey of the Physical Security Division and installed the Agency filing system; installed a cut-off system in all files to facilitate future disposition of inactive records; destroyed or retired contents of nine safe cabinets; installed an improved mail control and routing system;

6. Records System
Surveys

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installed an improved system for recording building traffic of special badge holders.

- c. Reviewed an OTR card file and provided for ordering proper guides.
- d. Reviewed DD/P New Building file space requirements and recommended a 32% reduction.
- e. Revised the DD/S Mail Control system to transfer the "follow-up" function into the registry and to simplify maintenance of the weekly listing of incomplete assignments.
- f. Reviewed the filing system of the Registration Section, Administration Branch, OTR, and recommended a change in maintenance procedure which reduced space requirements for one file series from 3 safe drawers to one. Also eliminated the need for typing lists of employees scheduled for training.
- g. Promoted the installation in OTR of a mail control system which improved control of mail in process, eliminated repetitive logging of the same item by various offices, and provided a follow up for overdue replies.
- h. Reviewed equipment and operating requirements of the Administration, and Operations Staffs of OTR for the new Building furniture committee.

7. Vital
Materials

- a. Arranged for visits to the Repository by 219 persons from 12 offices.
- b. Expanded Repository filing space by 40% through the use of five drawer cabinets in lieu of four drawer safes.
- c. Assisted ORR and OBI during the recent Middle East crisis through the rapid recovery and return of Film positives and map negatives urgently needed at headquarters.
- d. Coordinated action which resulted in the physical move of the reference library collection at relocation headquarters from a DD/T restricted area to an area accessible to all agency personnel.

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- e. Conducted a survey of space requirements for the Vital Material vault, and recommended expansion by July 1958.
- f. The Vital Materials Repository provided materials in response to 1,132 out of 1,162 requests received during Operation Alert 1956. The majority of the thirty unfilled requests were for materials not deposited.
- g. Assisted ORR in establishing a more meaningful indexing of unpublished vital materials deposits of the Economic Area.
- h. Reduced the punch card maintenance requirements from 162 hours monthly to 76 hours by destroying one file of 900,000 cards and by substituting machine listings for punched cards.
- i. Assisted in developing 12 new and 13 revised vital materials deposit schedules.
- j. The depositing activity increased greatly since Operation Alert 1955 as indicated in the table below:

	June-Dec. 55	Jan.-June 56	July-Dec. 56
Documents (cu. ft.)	129.15	148.	157.3
Maps (cu. ft.)	19.95	same	12.6
	149.10	148.	199.9

8. Records
Disposition

- a. Conducted records disposition surveys and prepared records control schedules in nine headquarters offices and at the Audited and revised records control schedules in three offices. This scheduling and auditing activity covered 14,698 cubic feet of records (the equivalent of 1,837 safe cabinets).
- b. This year for the first time the concept of the Records Center as a secure depository for especially sensitive intelligence materials and records was agreed to by elements of the DD/I, DD/S, and DD/P Areas. A total of 7,564 cubic feet of such material has been transferred from headquarters office space to special vault areas in the

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9. Records
Center

- a. Application of Records Control Schedules accomplished the transfer of 11,741 cubic feet of records from office space and equipment to the Center. Application of schedules at the Center resulted in the destruction of 4,017 cubic feet of records.
- b. The total Records Center receipts of 11,741 cubic feet of records was equivalent to 1,465 safe cabinets valued at \$515,000.
- c. Headquarters offices were provided service on 10,609 requests for information and records material.
- d. A project outline was prepared in August proposing construction of an additional 30,000 square feet of storage space for the Records Center. This proposal has now been concurred in by OL, Comptroller, SO, and OC and forwarded to the Project Review Committee for final approval. Plans and specifications for the new construction were prepared and bids on the contract will be called for early next year.

10. Miscellaneous
Activity

- a. [redacted] was designated to serve as liaison with the Office of Statistical Standards, Bureau of the Budget on matters pertaining to records retention requirements imposed on the public by the Government.
- b. Issued a revised Agency Records Management regulation.
- c. Development and Education:
 - (1) Attendance of one member at the 3 day International System & Procedure Association meeting in Philadelphia.
 - (2) Attendance of one member at the one day Federal Government Management Control Seminar conducted by the Remington Rand Corporation in Washington.
 - (3) Attendance of one member at the 5 day Records Administration Seminar conducted by Record Controls, Inc. in Chicago.

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- (4) Attendance of one member for 2 days at the NOMA Annual Office Management Training Conference at the University of Maryland.
- (5) Attendance of one member at the Annual NOMA Conference and Office Equipment Exposition in Philadelphia.
- (6) Successful completion by 2 analysts of the Institute on Records Management conducted by American University.
- (7) Attendance of various staff members at 14 monthly meetings of the O&M Luncheon Group, the Interagency Records Administration Conference, and at other meetings of professional societies.

d. The following personnel changes occurred:

- (1) New staff member:

[REDACTED]

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- (2) Transferred to O&M Staff:

[REDACTED]

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- (3) Terminations:

[REDACTED]

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- (4) Details:

[REDACTED] for five months overseas duty with the FE Division.

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e. Evaluated 75 employee suggestions.

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